



Maintenance Assistant

Reports to: Operations Manager

Position Classification: Regular, Part-Time

Wage Classification: Hourly, Non-Exempt, \$14 per hour

Date: February 2026

To apply: Please send a 1) Cover Letter and 2) Resume to Shadirah Myrick, Operations Manager, shadirah@smithplayground.org

Job Summary

The Maintenance Assistant helps clean and maintain Smith's building and grounds. The primary focus of the role is ensuring the cleanliness and safety of Smith's public facilities. The Maintenance Assistant reports to the Operations Manager and is expected to communicate about daily tasks and expectations.

Essential Functions

- Provide general cleaning, basic maintenance and repair for the playground and playhouse.
- Daily and ongoing assignments include: dusting, washing windows, taking out trash, cleaning restrooms, sweeping, mopping.
- Daily and ongoing assignments include: care for outdoor landscaping including collecting trash and litter, weeding, watering, mulching, pruning, leaf raking, composting, sweeping walkways, snow shoveling , spreading sand and salt during slippery conditions.
- Completing regular rounds of cleaning throughout the building and grounds multiple times a day to maintain a high level of cleanliness for Smith's visitors. Respond to requests from the Visitor Services Manager as needs arise.
- Prepare set up for special events and post-event clean up.
- Follow weekly and monthly cleaning and maintenance tasks list.
- Other assignments may include: light carpentry work, cleaning drains, checking and replacing hardware (knobs, cabinet doors, hinges, etc.), painting and general repairs.
- Other duties as assigned.

Qualifications

- Ability to handle multiple tasks, show initiative and make decisions with minimal supervision.
- Strong people skills and comfort working with both children and adults.
- Attention to detail with the ability to act proactively to prevent issues or address problems.
- Effective good communication, problem solving, and organization skills.
- Ability to climb ladders and stairs.
- Knowledge of, or willingness to learn, landscaping and grounds maintenance duties.
- Experience using tools and equipment, general carpentry and routine maintenance skills preferred.
- Ability to work outdoors, including during periods of inclement weather.
- Ability to lift up to 75 lbs. with assistance
- Positive attitude, strong work ethic, and commitment to teamwork.
- Availability to work flexible hours, including weekends.

Background Clearances (Required)

As a condition of employment, all Visitor Services Assistants must obtain and maintain the following **Pennsylvania child-related clearances**:

- **Pennsylvania Criminal History Record Check**
- **Pennsylvania Child Abuse History Clearance**
- **FBI Federal Criminal History Record Check** (fingerprint-based)

Clearances must be current and satisfactory prior to the start date. Smith Memorial Playground & Playhouse will provide guidance on how to obtain required clearances.

Disclaimer

The above statements describe the general nature and level of work performed in this role. They are not intended to be an exhaustive list of all responsibilities, duties, or working conditions. This document does not create an employment contract, implied or otherwise, and employment is at will.